

Full Parish Council Meeting Minutes

Meeting held via Zoom on Tuesday 2nd June 2020 at 7.30pm

Present: Cllrs Morris (Chair), Bailey, Bolitho, Collinson, Graves, Henderson, Hewitt, Jones, Stewart, Ward, Wilson, Young, SCDC Cllr Gough, the Clerk and Asst Clerk

20/093. Chair's Introduction and Apologies for absence – Apologies accepted from Cllr Wotherspoon (work).

20/094. To accept Declarations of Interest and Dispensations – None given.

20/095. Minutes – Resolution that the minutes of the meeting of the Full Council held on the 5th May 2020 be signed as a correct record. Proposed Cllr Wilson and seconded by Cllr Graves. **RESOLVED.**

20/096. Public participation – None present.

20/097. Reports

- **SCDC** – report noted. SCDC Cllr Gough flagged the new business recovery grants; Clerk to add to website, Facebook and circulate link to Cllrs. Cllr McCarthy and the RFO arrived at 7.39pm. Query about the Cottenham to Oakington cyclepath. The previous issue related to contacting the stakeholders and this will now be followed up. The March start date for the scheme was considered optimistic.
- **CCC** – report noted.
- **Clerk** – report noted. There have been considerable litter issues at the Rec and the skatepark had to be closed yesterday morning on safety grounds. The PCSO has been informed about gatherings of youths at the Rec. Email received from Twinning Association regarding possible artwork installation on the Village Green; more information requested. Noted that Colts may start training shortly. Query regarding bank collapse problems along the Cut near Smithy Fen; no further news from the EA and Cllr Morris outlined the work of the Drainage/Flood Working Party. The issue in question has been known for some time and is being monitored. The Working Party is meeting again in July and will follow up. Cllr Graves to flag issue again via the IDB.
- **Major developments** – report noted. Concerns raised regarding Bellway not completing infrastructure works in accordance with agreement. There may be a further issue with Persimmon building houses in advance of the Rampton/Oakington Road roundabout, contrary to the agreement. They are also looking for CPC to take over management of the attenuation ponds. SCDC Cllr Gough raised concerns that the Redrow communications were difficult and that they hadn't attended the Liaison meeting. It was confirmed that it was the District Council responsibility to ensure compliance to the planning conditions but Highways will have an influence regarding the infrastructure. Requires further discussion at next Liaison meeting.
- **Village Hall & Nursery** – report noted. Discussion regarding W&B costs and H&S procedures on site.
- **User fees** – report noted. There may be an issue with CUFC. Tennis user agreement to go to the June FLAC meeting. Resolution for Cllr Hewitt to prepare a Tennis Club user agreement and present to FLAC. Proposed Cllr Wilson and seconded by Cllr Stewart. **RESOLVED.** Cllr Wilson was thanked as outgoing CALF Chair.

20/098. Review Membership and Status of "Standing" Working Parties – Cllr Morris ran through what each working party did.

- Burial Grounds (Cllrs Bolitho, Collinson, Morris). Cllr McCarthy added.
- HR (Cllrs Morris, Ward + 2 vacancies). Cllr Bailey added.

- Drainage & Flooding (Cllrs Graves, Morris, Ward, Wotherspoon). Cllrs Hewitt, Jones and SCDC Cllr Gough added.

20/099. Endorse status of “Task & Finish” Working Parties

- Events (Cllrs Morris, Smith, Ward & the Clerk). To be disbanded.
- Neighbourhood Plan (Planning - Cllrs Collinson, Morris, Ward, Young). No change.
- Local Plan (Cllrs Hewitt & Morris). Cllr Jones added. Noted that output from call for sites will be published and the end of the summer.
- New Village Hall (Cllrs McCarthy, Morris, Wilson, Young, the Clerk & RFO). Cllr Jones and Asst Clerk added. Cllrs McCarthy and Young removed.
- Tony Nicholas memorial (Cllrs Bolitho, Collinson & Morris). No change.
- Speculative Developments (Planning – Cllrs Morris, Smith, Young & the Clerk). No change.
- Youth (Cllrs Morris, Wilson & the Clerk). Cllrs Hewitt, Stewart and Ward added. To be moved to standing working party list.

20/100. Review representation as Trustees etc. (current representatives named for possible continuity)

- Church and Causeway Charity (Trustee, currently Cllr Bolitho). No change.
- Cottenham Community Centre (Trustee, currently Cllr Wilson). Cllr Jones to replace Cllr Wilson.
- Friends of All Saints (Trustee, currently Cllrs Graves & Morris). Cllr Morris removed and SCDC Cllr Gough added.
- Mobile Warden Scheme (Trustee, currently Cllr Collinson). Cllr Hewitt added.

20/101. Review Parish Council Officers:

- Trees Warden (Cllrs Bolitho & Cllr McCarthy). No change.
- Playground Inspectors (vacant x 2). Cllrs Bailey, Hewitt and Stewart added.
- Communications (vacant). Clerk and RFO added.
- Defibrillator (3 vacancies). Cllrs Henderson, Hewitt and McCarthy added. Cllr Wilson ran through the process. Clerk to update Community Heartbeat System. SCDC Cllr Gough left the meeting at 9.13pm.

20/102. FLAC Committee – consider amendments number of committee members – Cllr Wilson stood down and Cllr Young will take his place so amendment to Terms of Reference not required.

20/103. Tennis Courts – consider amendments to court usage guidelines to enable both courts to be used at the same time (in line with LTA guidance) – Resolution to permit both tennis courts at the Recreation Ground to be used at the same time (in line with LTA Covid-19 guidance). Proposed by Cllr Hewitt and seconded by Cllr McCarthy. **RESOLVED.** Defer discussion regarding online booking system to FLAC. Cllr Hewitt left the meeting at 9.19pm.

20/104. Nursery Funding Agreement – Consider arrangements to sign CCC Funding Agreement as a deed – Cllr Jones has picked up some issues with the document. Discussion regarding whether the errors were material and if legal advice received to date was binding. Resolution to sign the CCC Funding Agreement as a deed, subject to written confirmation from King & Co that the contract is fit for purpose. Proposed Cllr Graves and seconded by Cllr Ward. **RESOLVED.** Cllr Morris to follow up. Cllr Young left the meeting at 9.42pm.

20/105. Finance

Income	Description	Net	Gross	
Cambridgeshire CC	S106 monies (Maintenance of bus shelter) S/1952/15/OL	£8,385.16	£8,385.16	
HMRC	Vat payment	-	£94,154.86	
COLTS	Annual invoice	£1,700.73	£2,040.88	
		£10,085.89	£104,580.90	
Expenses over £500	Description	Net	Gross	code

Salaries	Salary costs for June 2020	£4,569.16	£4,569.16	
HMRC	Tax and NI for May 20 (month 2)	£745.35	£745.35	-
Cambridge Van Leyden	Engineering services during construction phase for VH	£1,254.00	£1,504.00	1729
Cambridge Van Leyden	Engineering services during construction phase for Nursery	£507.64	£609.17	1730
SEH French	Costs in line with certificate 4	£63,171.82	£75,806.18	1731
Wilby and Burnett	Architectural services during period	£13,847.00	£16,616.40	1736
Atlas Tree Surgery Ltd	Tree work on Brenda Gautrey Way, The Moat & WARG Field	£1,600.00	£1,920.00	1745
AJ King	Monthly contract cost + Squire locks & disinfectant	£3,209.66	£3,851.59	1746
		£88,904.63	£105,621.85	
Expenses under £500	Description	Net	Gross	code
Legal & General	Pension Costs (June) DD	£252.24	£252.24	-
Charter Global	Monthly contract cost (DD)	£172.00	£206.40	-
RFO	Sim card for the pavilion alarm	£9.08	£10.90	1732
WAVE	Sewerage costs for the recreation ground (DD)	£308.58	£308.58	1733
Community Heartbeat	Annual support (year 2) for defibrillator	£135.00	£162.00	1734
Green & Purple	Monthly accountancy support	£50.00	£60.00	1735
BCS	Payroll processing	£35.00	£42.00	1737
SSE-Southern Electric	Electricity costs for street lights x 3 invoices (DD)	£107.65	£113.02	1738/1739/ 1740
SSE-Southern Electric	Electricity costs for village green (DD)	£88.07	£92.47	1741
SSE-Southern Electric	Electricity costs for the recreation ground (DD)	£1,270.75	£1,524.90	1742
3C Shared Services	Charge for change of address for the Nursery	£50.00	£50.00	1743
RFO	Paper and stationary items	£4.00	£4.00	1744
Watch the dot	Premium managed hosting	£120.00	£120.00	1747
CB Creative	Skatepark sign re Covid guidance	£80.00	£96.00	1748
4T Medical	Hand sanitizer for tennis/skatepark	£9.85	£11.82	1749
		£2,692.22	£3,054.33	

RFO reported that £178k s106 monies had also been received and will be shown on the July report. Resolution to pay these invoices. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.** Cllr Stewart left the meeting at 9.49pm.

20/106. Matters for consideration at the next meeting – Tree planting fundraiser (Cllr Bailey).

20/107. Dates of next meetings – Planning 4th June, FLAC 23rd June, Planning 25th June, Full 7th July

20/108. Close of Meeting – 9.50pm.

Signed _____ (Chair) Date _____